BSBWOR502B
Ensure Team Effectiveness

Course Duration

Face to face: 1 day
PDU's: 8

Course Objectives

Teams are an everyday part of many organisations. A team based culture is seen as an effective means to complete the work of the organisation and working in teams provides benefits for the organisation and also for the individuals who work in these teams. Teams may be fully independent workplace teams or groups who still report to a supervisor but none the less still have many of the features of a workplace team.

The participants will learn the principles of setting up a team, developing goals, fostering (developing) cohesion (unity) and teamwork and ensuring that communication between all stakeholders is positive and effective.

This **one (1) day** course will give participants a solid understanding that project management involves having workplace teams are about getting the work done efficiently and in a way that is rewarding to the members of the team and management is essential to project success.

Learning Outcomes

- Demonstrate and understanding of the different types of teams.
- Define what the organisational culture is.
- Conduct effective meetings.
- Deal with assertive behaviour, conflict and negotiation.
- Manage time and goal setting more effectively.
- Conduct better problem solving and decision-making techniques.

Register for this course

Return a scanned copy of this page to:
info@im.edu.au – Australia
info@bluevisions.ae – UAE + MENA
infor@bluevisions.co.id – Indonesia + All of Asia

Or contact us at one of the locations below.

No. Of Participants	

Contact Details

First Name : _____
Surname : _____
Company : _____
Phone : _____
Email : _____

Preferred City

Preferred Month

Contact Us

Australia Wide: 1300 988 899

Beijing: +8610 8587 2353

Doha: +974 4452 8175

Indonesia: +6221 2555 8789

Singapore: +65 6725 6365

UAE (all Emirates) : +971 4 452 3399

Delivery Strategy

This **one (1) day** program is engaging and will be led by our experienced trainers who have combined management experience and academic excellence.

Our program design and delivery is based on adult learning principles and experiential learning.

Participants will receive a *state-of-the-art* student manual with all reference material, PowerPoint presentations and activities, as well as the formal assessment.

RPL and Credit Transfer

Institute of Management can formally recognise a student's existing level of skills and knowledge in two ways:

- Recognition of prior learning (RPL).
- Credit transfer.

Audience

This course is targeted at those who are employed as:

- Project team member
- Project administrator
- Project analyst
- Project assistant
- Project coordinator
- Project officer
- Small business operator in a wide range of industries
- Project records officer
- Project support
- Communications liaison
- Contracts officer
- Estimator and scheduler
- Quality officer

PROGRAM OUTLINE

Day One

- Team effectiveness.
- Teams.
- What is a workplace team?
- Learning team characteristics.
- Examples of teams.
- The team effectiveness model.
- What is organisational culture?
- Examples of organisational culture.
- Perceptions.
- Meetings – organisation, participation and recording.
- Conducting effective meetings.
- Meetings ground rules and responsibilities.
- Assertive behaviour – what is it?
- Conflict – what is it?
- Understanding conflict
- What is time management?
- Time management strategies.
- Problem solving methods.